

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

WASTE MANAGEMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority (under ER 2.04, Wis. Adm. Code) for making classification decisions relative to present and future non-represented supervisory positions located within the Department of Natural Resources, the Department of Agriculture, Trade, and Consumer Protection, the University of Wisconsin System, or on a UW campus. Positions allocated to this series are responsible for providing scientific and supervisory expertise related to waste management programs in the following areas: Solid Waste Management; Hazardous Waste Management; Emergency Response and Repair; and Recycling and Mining. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses non-represented supervisory positions functioning as waste management unit leaders and found in the central, district or field offices of the Department of Natural Resources, the Department of Agriculture, Trade and Consumer Protection, the University of Wisconsin System, or UW campuses.

The Department of Natural Resources' Waste Management program is primarily concerned with:

- 1) Reducing and properly managing the volume of solid and hazardous wastes to protect the environment and public health, and ensuring that contaminated sites are cleaned up;
- 2) Working with the public, industry, and other government agencies to reduce the volume of waste generated in Wisconsin, and to ensure that such waste is handled, treated, stored, recycled, and disposed of in ways that protect the environment;
- 3) Working with public and private facilities to ensure compliance with state and federal regulations for waste disposal, storage, and transportation, inspecting facilities and investigating waste handling and contamination problems, responding to complaints, reviewing plans for hazardous waste storage, treatment and disposal facilities, and providing technical assistance to and coordination with programs designed to minimize and recycle hazardous waste;
- 4) Developing and implementing the state's remedial and emergency response program, and corresponding Federal programs, managing chemical and related wastes, and providing resources to respond directly to releases or threatened releases of hazardous substances endangering human health/the environment; and

- 5) Assisting communities in the design and operation of source reduction and recycling programs, and assisting them in getting grants to support their recycling operations.

The Department of Agriculture, Trade, and Consumer Protection's Agricultural Resource Management Division is involved in Agricultural Clean Sweeps, and agrichemical incident responses. Agricultural Clean Sweep is a grant program to assist farmers in the disposal of toxic and hazardous wastes that have accumulated over the past few decades on Wisconsin farms. Agrichemical incident response involves work with the Environmental response unit within DNR in dealing with agrichemical releases, and point source contamination incidents. Agrichemical incident response also deals with human or animal exposures to these chemicals. Both program areas require complete understanding of both state and federal Solid and Hazardous Waste regulations and how these regulations interact with state and federal agrichemical regulations.

The University of Wisconsin (UW) System has hazardous materials management and chemical and environmental safety programs, with major emphasis placed on the area of hazardous waste management. The UW System has EPA Permitted/DNR Licensed hazardous waste treatment and storage facilities and is involved in the management, receiving, handling, generation, transport, storage, treatment, and disposal of its hazardous waste, as well as waste minimization activities. This involves: interpreting codes and regulations and applying them to the often unique waste management situations found at UW campuses; reviewing and developing waste management program compliance protocols and revisions; emergency response activities; the coordination of waste contractor activities; and consultation with UW faculty and staff regarding hazardous waste problems and issues.

In addition, all positions allocated to this classification must function as "true" supervisors, with authority and responsibility for effectively recommending the hire, transfer, promotion, suspension, layoff, recall, discharge, discipline, assignment, evaluation, and adjustment of grievances of all subordinate permanent employees.

While some of the duties of these positions may be identified in other classifications, they would not comprise a majority of these positions' work time.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervising wildlife, forestry, plant pest and disease, fisheries, or environmental or natural resources research programs;
2. Supervising environmental protection programs such as air management; wastewater management; water resources management; water regulation and zoning; or water supply;
3. Supervising employees whose primary functions are environmental enforcement, or the enforcement of natural resources laws and regulations through assigned Conservation Wardens;

4. Specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing or budgeting activities which do not require the ongoing application of professional scientific waste management principles and which are better identified within a different classification series;
5. Supervising employees whose primary functions are that of environmental analysis and review, and researching and drafting environmental impact statements;
6. All positions better identified through other classifications or series; and
7. Non-supervisory or non-managerial duties.

D. Entrance Into this Classification

Employees typically enter this classification by competitive examination.

E. Definitions of Terms Used in this Classification Specification

Complexity: considers the nature, number, and variety of task inputs (information and materials received), the degree to which actions to be taken are pre-established or standardized, the nature, number, and variety of steps, methods, or processes needed to complete each task, and the number and variety of tasks needed to accomplish each goal.

Guideline(s): Information communicated in written or oral form which provides the context on which the work is to be accomplished, or imposes constraints on what work is done and in what manner. Guidelines include, but are not limited to: manuals; established procedures; precedents; policies; regulations; judicial decisions; traditional and professional practices; and reference materials.

Knowledge, (Depth of): (1) Some Knowledge - implies familiarity only with the elementary principles and terminology of the subject or subjects indicated to effectively communicate with subject matter specialists. (2) Working Knowledge - implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. (3) Considerable Knowledge - implies enough knowledge of work situations to enable the employee to work effectively in a wide range of work situations and with little direct supervision. (4) Extensive Knowledge - implies an advanced knowledge of the subject matter so as to permit solution of unusually difficult work problems or issues, advising on technical questions, and planning methods for resolving these problems or issues. (5) Thorough Knowledge - implies an unusually specialized in-depth knowledge and means, such that work calls for an almost complete mastery of the subject. It is used rarely, and only for especially advanced positions.

Leadworker: An employee whose assigned duties include training, assisting, guiding, instructing, and assigning and reviewing the work of one or more employees in his/her work unit. Leadworkers do not have supervisory authority as defined under s. 11.81 (19), Wis. Stats.

Policy: A broad guideline or framework within which decisions are made regarding the distribution of program resources or benefits. Policy controls the conceptual nature of program outputs by defining what will be done, for whom it will be done, and the priorities to be applied to specific program objectives.

Procedure: The specific steps, rules, or methods followed in order to accomplish program objectives or implement policies.

Professional Employee: (a) Any employee in the classified service who is engaged in work: i. Predominantly intellectual work that is varied in character, as opposed to routine mental, manual, mechanical, or physical work; ii. Involving the consistent exercise of discretion and judgement in its performance; iii. Of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; iv. Requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education, or from an apprenticeship, or from training in the performance of routine mental, manual, or physical processes; or (b) Any employee in the classified service who: i. Has completed courses of specialized intellectual instruction and study as described in par. (a) 4, above; and ii. Is performing related work under the supervision of a professional person to qualify him/herself to become a professional employee as defined in par. (a), above.

Program: An ongoing set of coordinated activities carried out by a number of people, aimed at providing a specific service or benefit to a specific group, organization, or group of organizations. A program typically has a unique set of policies, regulations, or procedures, a unique set of activities to be performed in providing the service or achieving the program's goals, and a unique set of persons specializing in carrying these out. A program involves a variety of specific projects or functions coordinated to achieve program objectives.

Project: A coordinated set of analytic activities aimed at reaching a conclusion, recommendation, or decision on a specific question, problem, or issue. Projects do not continue indefinitely, but are expected to end in the foreseeable future, i.e., when a conclusion is reached. A **project** differs from a **program** in that it has narrower scope, is situational in focus, and is temporary in duration.

Research: The process of defining a set of measurable variables, establishing their level, and specifying their interrelationships, for the purpose of understanding or explaining a particular phenomenon or set of phenomena, or predicting future states of affairs.

Science: The observation, identification, description, experimental investigation, methodological activity, discipline, study, and theoretical explanation of natural, physical, chemical, environmental, and/or man-made phenomena.

Supervisor: means any individual whose principal work is different from his/her subordinates and who has authority, in the interest of the employer, to: hire; transfer; suspend; layoff; recall; promote; discharge; assign; reward; or discipline employees; or to adjust their grievances; or to authoritatively recommend such action, if his/her exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgement.

II. DEFINITIONS

WASTE MANAGEMENT SUPERVISOR

Under the general supervision of a Waste Manager or higher level administrative supervisor, positions at this level typically function as a waste management unit leader in the central or field offices or on a UW System campus.

Duties include: effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; supervising, coordinating, and reviewing the work of professional waste management specialists and others to assure conformance with established policy, procedures, and standards; planning and conducting training and orientation for waste management specialists, related technical employees and others, and instructing/training them in the appropriate methods of waste management techniques; directing the preparation of materials for presentation to the appropriate department, state, or local personnel for further follow-up, analysis or remedial action; analyzing waste management and related programs and assisting in the development and implementation of improved waste management related analyses, evaluation, and regulatory techniques and procedures; recommending needed changes to applicable laws, rules, regulations, policies, and procedures to higher level supervisors and program administrators; participating in or responsible for the performance of special project activities relating to the development of new waste management regulations and/or the revisions of existing ones; giving expert testimony in court; maintaining liaison and working contacts with federal, state, and local natural resources, environmental and/or other waste management and related agencies, other regulatory agencies, and other pertinent persons and/or organizations; coordinating joint scientific investigations or related activities as required with other agencies or regulatory bodies; and conducting informational activities relative to the interpretation and application of the objectives and requirements of waste management and related programs. General supervision is received from higher-level supervisors or managers.

Representative Positions

Coordinator, Mine Reclamation Unit (DNR) - As principle department manager for the regulation of the metallic mining industry in the State of Wisconsin, develop, implement, and oversee the policies, procedures and activities of the Mine Reclamation program. Administer and enforce statutes and codes related to metallic mineral exploration, prospecting and mining, high level radioactive waste site exploration, and oil and gas exploration. Coordinate permitting activities with the Bureau of Environmental Analysis and Review. Supervise professional staff.

District Solid Waste Unit Leader (DNR) - Supervise the activities of unit employees involved in the implementation of the state and federal solid waste and recycling programs. Direct and conduct field investigations, site inspections, enforcement evaluation, environmental sampling, plan review and licensing of solid waste facilities within the district. Assist District Program Manager in the preparation of work plans, assignments and reports. Provide training to staff regarding codes and statutes, investigation techniques, sampling protocol, safety and compliance resolution. Perform field work as needed.

Waste Management Supervisor (UW Safety Department - Madison) - Responsible for maintaining and keeping three permitted/licensed hazardous waste treatment and storage facilities within UW's license requirements. Accountable for actions of professional and supervised staff who are involved in receiving, handling, transporting, incinerating, treating and disposing of all of UW-Madison's hazardous waste. Responsible for all of UW-Madison's hazardous waste shipments to waste recycling, incineration, and disposal facilities nationwide. Acts as chief incinerator operator at UW-Madison's two permitted incinerators. Reviews and interprets upcoming or new hazardous waste disposal methods or regulations, and advises departmental staff. Monitors all required records associated with hazardous waste activities. Also responsible for waste minimization activities.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

JLB

4/92